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PROJECT PROPOSAL
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TABLE OF CONTENTS

- I. INTRODUCTION
- II. SYSTEM OBJECTIVES
- III. SYSTEM CONCEPTS
 - CRAFT SERVICES
 - SYSTEM DESCRIPTION
 - THE CRAFT SCENARIO
 - Large Station
 - Small Station
 - FIELD INFORMATION DESTRUCTION
 - FIELD INFORMATION RECONSTITUTION
 - SYSTEM BENEFITS
 - Messages
 - Local Document
 - Indices
 - Administrative Support
 - Security
 - FUTURE ENHANCEMENTS
 - Communications
 - Security
- IV. SYSTEM DEVELOPMENT AND IMPLEMENTATION
- ANNEX A PROJECT PLAN
- ANNEX B MANAGEMENT PLAN

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I. INTRODUCTION

In January, 1977 the DDO approved a recommendation to pursue the phased development of a system called CRAFT to automate operational and administrative support systems at DO field installations.

CRAFT is a system to efficiently and securely support information management needs overseas. The name CRAFT is an acronym for "Clandestine Records Applications Field Terminal". The system will combine word processing and data processing, with improved communications facilities and records management programs. Specifically, the CRAFT Project goals are to:

- . Increase the efficiency and effectiveness of field personnel by improving the tools at their disposal.
- . Reduce the risk of compromise of sensitive information in the event of a station overrun.
- . Establish a systems approach to supporting the information needs of station officers and related Headquarters components.

For the past two years IMS, in conjunction with several DDA components, has been developing CRAFT at a measured pace, building on experience with Headquarters systems, establishing a CRAFT System Development Center at Headquarters, and developing two domestic testbeds. The original CRAFT plan called for an orderly phased implementation of ADP capability over the next 10 years.

Recent examples of world instability have emphasized the need to improve our information management posture in the field as soon as possible to reduce the potential for the compromise of classified information by minimizing the amount of information retained in the field and providing a more rapid and efficient means of destroying (and later reconstituting) that information which must be retained. It is recognized that this is not a problem that can be totally solved by the introduction of ADP and improved communications. Consequently, the DO has already instituted a program in the field to eliminate unnecessary paper holdings; to expand the use of microforms as a substitute for paper (since they can be destroyed more quickly); to develop more effective destruction devices; to increase the percentage of correspondence sent electrically; and to improve records management policies and procedures. However, since automation

can play a significant role in this program, the DDO has directed that a more aggressive plan for the development of ADP systems to support all DO field stations be prepared.

The first step towards understanding the role CRAFT will play is to examine existing record holdings and systems of the Operations and Administration Directorates and their relation to the field.

The DO Records System, in its broadest definition, is composed of all official and non-official records, both in Headquarters and the field, needed to support the DO's operations and the DO's commitments under NSCID No. 5, DCID 5/3, and the Immigration and Naturalization Act of 1952. Records processed into the Directorate's central system at Headquarters are considered official records; those not so processed are considered non-official records.

Headquarters, as the only repository of official records, must be prepared to provide direct information management support to the field and must be able to retransmit essential information to field installations which have been forced by a crisis to destroy their records.

Messages transmitted to Headquarters are printed and routed within CIA. Intelligence reports are disseminated to other government agencies. Operational messages are sent to Branch Managers in the Directorate of Operations for action, usually resulting in the transmission of guidance or information back to the field. Concurrently, messages (both incoming and outgoing) are analyzed and processed into the central automated information control and retrieval system at Headquarters.

Document analysis and information processing enables [redacted] personal accountability for materials, access controls, on-line entry of updates to indices, and the digital capture and storage of most operational messages. While these features improve the quality and speed of gaining access to information at Headquarters, they also are the basis for providing information to the field, including responses [redacted], file listings, and reconstitution of certain field holdings in the event of a burn-out. Since the type and function of many field record holdings relate directly to Headquarters systems, the Directorate's fifteen year experience at Headquarters also represents an experience base for providing ADP support to the field.

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The Directorate of Administration maintains collections of administrative information in much the same way as the DO maintains operational information. In the field, support officers maintain records on personnel, logistics, financial, and security matters.

Personnel information of interest to the field include such items as manning tables, personnel actions, qualifications and training, hospitalization and insurance data, and time and attendance data - all directly related to administrative records systems maintained at Headquarters.

Logistics information held in the field includes that related to requisitioning and accounting for non-expendable property and to monitoring maintenance and use of equipment. The Office of Logistics maintains several records systems at Headquarters in support of its activities which relate to the information held in the field.

Financial systems used in the field are categorized by station size: the Class A System for large stations, and modified systems for smaller stations. The functional requirements for the Class A station have been brought together and published in the Office of Finance Class A Station Accounting System (CLASSA) Requirements Specification document. This system will address both operating year accounting and program planning. The system will produce reports for passage to Headquarters for consolidation into Headquarters financial systems.

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II. SYSTEM OBJECTIVES

The primary CRAFT information management objective is to give the field officer more information, faster, and in a better form to facilitate his work.

Presently, the line operations officer relies on both locally retained information and Headquarters information holdings.

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If the local search fails to provide the necessary information, then Headquarters is queried. Under the CRAFT concept most of the field holdings will be stored in an ADP system. Through the automation of the field files and indices, the entire information

base of a station can be searched in seconds, providing the requestor with a consolidated and collated response. Nearly as important as finding the information quickly, is the rapid determination that the required information does not exist at the station and therefore that Headquarters must be queried. The computerized search will reduce the time now spent in ascertaining that Headquarters assistance is required. Further, the requestor is not hindered by file organization limitations.

[REDACTED]

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[REDACTED] The automated system will provide the flexibility to search the files based on almost any criteria - file organization to the requestor becomes of no concern.

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CRAFT will also bring about change in the administrative area. Automated personnel, logistics, financial, security, and medical files will provide the same enhanced information management capability that was described above for the operational files. This will result in an increase in efficiency and a decrease in time spent in the ever increasing administrative records keeping and reporting required of the field.

The secondary objective of CRAFT is to enhance the security posture of the station by minimizing the length of time it requires to destroy classified documents in a crisis situation. Currently this is time consuming and requires considerable resources just when the station is being called upon to step up reporting and to take steps to ensure safety of station personnel. With the implementation of CRAFT, there will be little need to produce and retain large quantities of information in hardcopy form. [REDACTED]

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[REDACTED] These media can be destroyed considerably faster than a comparable amount of information stored in paper form.

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